

American Society for Clinical Laboratory Science – Indiana (ASCLS-IN)
BYLAWS: REVISED 2005

ARTICLE I: NAME AND OFFICE

- A. Name:
The name of this corporation is **American Society for Clinical Laboratory Science – Indiana**, herein referred to as the "Society".
- B. Office:
The Society shall be incorporated in the state of Indiana, as addressed in the Articles of Incorporation and shall be the exclusive chartered state society of the American Society for Clinical Laboratory Science, herein referred to as ASCLS, in the state of Indiana.

ARTICLE II: PURPOSES

- A. The purpose for this Society shall be consistent with the mission of the ASCLS, that is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all consumers, the Society is committed to the continuous quest for excellence in all its activities and:
- Promotes high standards of practice in the workplace
 - Advocates professional autonomy
 - Ensures professional competence
 - Supports worthy educational efforts at all levels
 - Encourages laboratorians in their pursuit of expanded roles and responsibilities
 - Enhances the public's understanding and respect for the profession and its practitioners
- B. This Society shall support and follow the Code of Ethics set forth by ASCLS.

PREAMBLE

The Code of Ethics of the ASCLS sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. DUTY TO THE PATIENT

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgement in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

ARTICLE III: MEMBERSHIP

- A. **Membership**
Membership categories and qualifications shall be as defined by the ASCLS.
- B. **Rights and Privileges:**
Professional and emeritus members shall enjoy all the rights, benefits and privileges of this Society; they may vote, hold elective positions and serve on any board or committee. Collaborative and honorary members are entitled to all the rights and privileges of this Society with the exception of holding elective or appointive positions and serving as voting members of the House of Delegates.

An applicant is established as a member in good standing of this Society upon submission to the Executive Office of ASCLS the following: the proper application form and the required annual dues.

The applicant becomes a member with the subsequent approval of the Executive Office and the notification of the Treasurer of this Society. The retention, suspension, expulsion, or reinstatement of a member of this Society is by action of the Board of Directors of the Society, and must be done in the manner prescribed by the Bylaws of ASCLS.

- C. **Dues:**
The annual dues for members of this Society are the dues of ASCLS plus the amount required by this Society. Each member shall remit the total dues to the Executive Office of ASCLS in accordance with the ASCLS Standard Operating Procedures. The appropriate ASCLS dues will be retained, the remainder remitted to the Treasurer of this Society.

The annual dues for each membership category in this Society are:

Professional	\$10.00	Collaborative	\$ 0.00
Student	5.00	Emeritus/Honorary	0.00

Annual dues are due and payable by July 31st. Membership shall be renewed in the same category unless the member, in the interim, has become eligible for a different class of membership. A member who fails to pay annual dues to this Society shall be considered lapsed. A member delinquent for more than one month following July 31st shall forfeit all membership privileges. Upon payment of dues at any time within one month, the member shall be reinstated, and the membership considered continuous.

ARTICLE IV :MEETINGS

There shall be at least one meeting of this Society each year. The annual meeting shall be held in the spring and shall include one or more scientific sessions and not less than one meeting of the members to transact official business. The time and place of the annual meeting shall be determined by the Board of Directors of this Society. Members shall receive notice of the annual meeting at least 30 days prior to the meeting. A quorum for all meetings of this Society shall be the professional and the emeritus members present and at least one or more of the Society's officers. Notice of special meetings shall be sent to the members at least ten days prior to the meeting.

ARTICLE V: OFFICERS

The officers of this Society shall be the President, President-elect, Secretary and Treasurer.

A. Duties of the Officers:

- 1. President**
The President shall be the chief executive of this Society. He/she shall preside at all meetings of the Board of Directors and of this Society. He/she shall be an ex-officio member of all Standing Committees except the Nominations Committee. With the approval of the Board of Directors he/she shall appoint such Special Committees as needed. He/she shall be a member of the President's Council of ASCLS and the Region IV Council in accordance with the Bylaws of ASCLS and the guidelines of Region IV. The President shall be empowered to make any

decisions related to the operational duties or functioning of this Society which cannot wait for a meeting of the Board. Any decisions made in this manner shall be reported to members of the Board as soon as possible.

2. President-elect

The President-elect shall, during his/her term of office, familiarize himself/herself with the duties of the office of President, and shall in the absence of the President, act as chief executive of this Society. He shall automatically become President the year following his election to office. He/she shall be a member of the President's Council of ASCLS and the Region IV Council in accordance with the Bylaws of ASCLS and the guidelines of Region IV.

3. Secretary

The Secretary shall act as a Secretary at all meetings of this Society and of the Board of Directors, and shall keep in permanent form a record of all minutes of all meetings. He/she shall be responsible for sending a copy of the minutes of the meetings of this Society and of its Board of Directors to each member of the Board within 30 days after such meetings. He/she shall perform other duties as required by this Society and ASCLS.

4. Treasurer

The Treasurer shall assure the receipt and expenditures of funds in accordance with the directives of the Board of Directors following procedures as stated in the Society Handbook. He/she shall serve as an ex-officio member of the Finance Committee. He/she shall submit a statement of all receipts and expenditures to the Board at each meeting of the Board. He/she shall submit a statement of all receipts and expenditures for the Board for the current fiscal year. At the end of the term of office or every four years, there shall be a professional audit.

B. Eligibility for Office

A professional or emeritus member of this Society shall be eligible to hold office provided he/she has been a professional or emeritus member of this Society for at least one year immediately prior to his/her election.

C. Term of Office

The term of office for each officer of this Society shall be defined in these Bylaws.

1. The term of office of the President of this Society shall be one year or until the election of a successor.
2. The term of office for the President-elect of this Society shall be one year or until the election of a successor. In the event of a vacancy in the office of President, the President-elect shall fill the vacancy and then automatically serve as President for one year after.
3. The term of office for the Secretary of this Society shall be one year or until the election of a successor. The Secretary may be re-elected for any number of terms by the membership of this Society.
4. The term of office for the Treasurer of this Society shall be two years or until the election of a successor. The Treasurer may be re-elected for any number of terms by the membership of this Society.
5. The term of office of any officer of this Society elected at the annual meeting shall begin after the adjournment of the ASCLS House of Delegates at the annual ASCLS meeting.

D. Vacancies

A vacancy occurring in any office of this Society shall be filled in the following manner:

1. A vacancy in the office of President shall be filled by the President-elect.
2. A vacancy in the office of President-elect shall be filled by an interim President-elect who is elected by a majority vote of the Board of Directors. This interim President-elect shall serve until the next annual election when the members shall elect both a President and a President-elect. The interim President-elect shall be eligible as a candidate for this position.
3. In the event of the simultaneous removal during their term of office of both the President and President-elect, the Immediate Past President shall become President of this Society for the remainder of the unexpired term of the President. The office of the President-elect shall be filled as stated above. At the next annual election, the members shall elect a President and President-elect. The interim President-elect shall be eligible as a candidate for the office of President.

4. A vacancy in the office of Secretary or Treasurer shall be filled by appointment by the President with approval of the Board and shall serve until the next annual meeting.

ARTICLE VI: BOARD OF DIRECTORS

At the adjournment of the annual meeting, there shall automatically be constituted a governing body of the Society called the **Board**. It shall consist of the immediate past officers, the current officers, the district directors, the editor of the Society publication and the Student Forum representative. All members of the Board shall have voting privileges. The duty of the Board shall be to conduct any business of the Society that cannot be delayed for the consideration of the members at the annual meeting. The Board of Directors of this Society shall meet at least twice yearly. A majority of the Board plus the President or President-elect shall constitute a quorum for transaction of official business at these meetings.

Any actions taken by this Society that conflict with the ASCLS-IN Bylaws or with the ASCLS Bylaws are null and void.

ARTICLE VII: DISTRICTS

- A. **This Society is divided into districts.** The boundaries of these districts shall be defined by the Board and may be changed by a majority vote of the Board with the approval of the districts involved. Each district shall have one representative on the Board of this Society. A district may be formed by three or more professional or emeritus members of this Society who live and/or work in the proposed district. Each district may elect its own officers. Each district may adopt its own Bylaws in accordance with those of the Society and with the approval of the Board.
- B. The director of a district shall be appointed annually by the President of the Society with Board approval.
- C. Membership in a district shall consist of such classes as are defined for this Society. Each person shall be considered for membership only in the category appropriate to the maximum qualifications he possesses. Membership shall be granted only to persons who hold a comparable level of membership in this Society. Laboratory personnel who do not meet membership qualifications may be included in district activities, but may not vote, hold office or serve as chairman of committees.

ARTICLE VIII: STUDENT FORUM

This Society shall have a Student Forum. The Student Forum may have one representative on the Board of this Society. The Student Forum Representative shall be appointed by the President with Board approval or elected by a majority vote of the student members of this Society. This representative shall be a voting member of the Board. The Student Forum Representative shall remain in that position as long as student status is maintained or another representative is appointed by the President or elected by student members of this Society.

Membership in the Student Forum shall consist of student members of this Society. Students who are not members of this Society may attend meetings and participate in student activities, but may not vote, hold office or serve as chairman of any committees. Membership shall be granted only to persons who hold a comparable level of membership in this Society.

The Student Forum shall conduct its activities in accordance with the principles, policies, purposes and procedures of this Society. The Student Forum is responsible to this Society.

ARTICLE IX: COMMITTEES

A. Standing Committees:

There shall be the following **Standing Committees: Membership, Government Liaison (Key Contact), Finance, Bylaws, Professional and Public Relations, Publications, Awards, Convention, P.A.C.E., Handbook, Nominations and Elections, and Scientific Assemblies.**

At the beginning of his term of office, the President shall appoint from the professional and emeritus membership the chairman of each Standing Committee. The chairman shall select the appropriate number of members needed. The appointment shall be terminated at the end of the

President's term of office. The new President may reappoint the committee chairman or make a new appointment for each Standing Committee.

The duties of the committees are outlined in the Society Handbook. Each committee shall cooperate with the activities and programs of the corresponding committees of ASCLS.

1. **Membership Committee** activities shall include the recruitment of qualified laboratory practitioners to become members of this Society, encouraging lapsed members to rejoin the Society, recruiting student members and encouraging them to become active members when qualified. This committee shall work with the national membership committee and participate in all activities. This committee shall maintain the ASCLS-IN display board to be used for recruitment and information at various professional functions. The committee chair shall maintain a current membership list, information concerning membership services and a supply of membership application forms.
2. **Government Liaison Committee** activities shall monitor legislative activities at all levels of government to include civil service and armed forces regulations which affect clinical laboratory science. It shall concern itself with the licensure of clinical Laboratory personnel within this state.
3. **Finance Committee** activities shall include the preparation of the annual budget of this Society and auditing the Treasurer's books as required. The annual budget shall be prepared and mailed to all Board members prior to the first meeting of the new fiscal year. The Treasurer shall serve as an ex-officio member of this committee.
4. **Bylaws Committee** activities shall include preparation of amendments to the Bylaws of this Society to ensure that these Bylaws are in accord with those of ASCLS; preparation and presentation of proposed amendments when presented by a member or by the Board; preparation of amendments to the Bylaws of ASCLS when directed by the membership and/or Board of this Society. This committee is responsible for the examination of proposed amendments to the ASCLS Bylaws and shall report its findings to the membership of this Society.
5. **Professional/Public Relations Committee** activities shall include membership services, personnel relations and liaison with the public and other professional groups. The committee shall take an active part in promoting the public image of Clinical Laboratory Science and this Society.
6. **Publications Committee** activities shall include preparation, editing, and distribution of the official state publication to all members in good standing and any other appropriate newsletters or mailings. The chairman of this committee shall be the Editor who will be responsible for selecting the publications staff. Financial accountability for publications shall rest with the Editor who will be required to report quarterly to the Treasurer and the Finance Committee chairman.
7. **Awards Committee** activities shall include presentation in the Society publication the availability and requirements for awards. The chairman shall select the committee that will solicit and review papers as well as nominations for ASCLS-IN Member of the Year, ASCLS-IN Student Member of the Year, and Key to the Future Awards.
8. **Convention Committee** activities are outlined in ANNUAL CONVENTION GUIDELINES and are found in the Appendix of the Society Handbook. The committee is responsible for the planning and presentation of the annual meeting of this Society. Income shall be made payable to ASCLS -IN.
9. **P.A.C.E. Committee** activities shall include the granting of P.A.C.E. continuing education credit to programs that meet the established standards as determined by ASCLS.
10. **Handbook Committee** activities include the drafting of the Society Handbook. This book shall be revised as indicated to keep the content consistent with current needs and procedures. Content of the handbook shall reflect the policies of this Society and remain in accord with the Bylaws. The handbook or any revisions must be approved by a majority vote of the Board. Each officer, district director and committee chairman is to have a copy of this handbook which shall be passed on to his successor on the Board.
11. **Nominations and Elections Committee** shall be chaired by the President-elect of this Society. Duties shall include publication of a list of the elective offices to be filled in the Society publication and a request that the professional and emeritus members submit the names of members who have consented to serve.

Not less than 30 days prior to the annual meeting, the chairman of this committee shall send to all voting members of this Society the slate of at least two candidates, if possible, for each vacancy along with biographical information on each candidate. The official ballot shall list the candidates for each office and should be accompanied by instructions for voting.

The chairman shall appoint two tellers from the professional or emeritus members of this Society to count the ballots and check the eligibility of voters against a list of professional members at the time of the mailing of the ballots. A majority of eligible votes cast in each case elects the new officers of this Society. The results of the election shall be announced at the annual spring meeting.

12. **Scientific Assembly Committee** activities include continuing education programs, teaching methods and aids. This committee shall maintain and publicize information about available seminars, programs and speakers. The assembly shall be responsible for the establishment of Society relationships with those wishing to present or obtain information regarding continuing education opportunities.

B. Special Committees

The President, with the approval of the Board, may appoint other Special Committees and/or representatives as necessary to the welfare and proper functioning of this Society. Examples of Special Committees are **National Medical Laboratory Week, Career Recruitment, Scholarship and Education.**

ARTICLE X: REGIONAL COUNCIL

This Society shall be an active member of the Region to which it has been assigned according to the Bylaws and Standard Operation Procedures of the American Society for Clinical Laboratory Science.

The President, President-elect and Immediate Past President of this Society will serve as members of the Regional Council. They or their appointed alternates are to attend all Regional meetings as the official representative of this Society. They are to give a report of such meetings to the Board.

ARTICLE XI: PRESIDENT'S COUNCIL

The President and President-elect of this Society are members of the President's Council for the American Society for Clinical Laboratory Science. They shall attend all meetings thereof, and give a report of these meetings to the delegates and Board of this Society.

ARTICLE XII: DELEGATES

This Society is represented at the annual ASCLS House of Delegates meeting by the number of delegates and alternates as provided for in the Bylaws of ASCLS. Delegates and alternates are nominated and elected by the voting members at the annual meeting of this Society. They shall serve from the opening of the ASCLS House of Delegates at the annual meeting for which they were elected until the opening of the House of Delegates at the next annual session. Should a special meeting of the ASCLS House of Delegates be called, those persons who served as delegates at the previous House would be expected to serve. The Student Forum Chairman shall be the student delegate. In the event that the student delegate is unable to attend the ASCLS annual meeting, the President shall appoint a student delegate. Information for a state delegate to the annual ASCLS meeting will be found in the Society Handbook.

ARTICLE XIII: FISCAL YEAR

The fiscal year for this Society is from August 1st through July 31st.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER, the current edition, shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XV: AFFILIATION

This Society is an affiliate and subordinate organization of the American Society for Clinical Laboratory Science (ASCLS) and shall at no time in any manner adopt any policy contrary to the policies of ASCLS, except as may be required in order to abide by the laws of the state of Indiana.

ARTICLE XVI: PUBLICATION

This Society shall have an official publication and its editor shall be a professional or emeritus member in good standing. The editor shall be appointed by the President with Board approval. The name of the state publication may be chosen and/or changed by the editor with approval of the President. The editor may appoint additional staff as needed with the approval of the President. The state publication shall be published and distributed to all resident members of this Society at least twice a year.

ARTICLE XVII: AMENDMENTS

Amendments to the Articles of Incorporation or to the Bylaws of this Society must be submitted in writing by a professional or emeritus member of this Society to the chairman of the Bylaws Committee.

The Bylaws Committee shall make such changes as necessary to put the amendment in the proper form without altering the meaning of the proposed amendment and submit the amendment to the Board for approval.

The Bylaws Committee shall make such changes as may be necessary to maintain the Bylaws of this Society in agreement with the ASCLS Bylaws and Standard Operating Procedures and Policies. Any such changes shall be submitted to the Board for approval.

Upon receipt of approval from the Board, the chairman of the Bylaws Committee shall submit the required number of copies of the proposed amendment to the chairman of the ASCLS Bylaws Committee for review and approval. At least ninety (90) days should be allowed from the mailing date to receive notification of the action of the ASCLS Bylaws Committee.

Upon approval from the ASCLS Bylaws Committee, the Bylaws Committee of this Society shall distribute copies of the amendments to the professional and emeritus members of this Society at least thirty (30) days and no more than ninety (90) days before the scheduled business meeting of this Society. At such meeting the proposed amendments shall be presented to the members for their vote.

Adoption of amendments to the Bylaws of this Society shall require approval by two-thirds of votes cast by professional and emeritus members at that meeting.

Within ninety (90) days of adoption of amendments to these Bylaws, the chairman of the Bylaws Committee shall send an official copy of the amended Bylaws to the ASCLS executive office and to the chairman of the ASCLS Bylaws Committee.

ARTICLE XVIII: DISSOLUTION

This corporation may be dissolved as follows:

- The motion to dissolve shall be adopted by a two-thirds vote of the Board; **AND**
- The recommendation of the Board, with justification, shall be submitted in writing to the members of the Society no less than sixty (60) days prior to the annual meeting; **AND**
- Adoption of a motion to dissolve shall require a two-thirds vote of the professional and emeritus members present and voting at the time of the vote at the annual meeting.

In the event of dissolution, the properties and assets then owned by the corporation shall be disbursed as follows:

- First there shall be final full payment of all the legal obligations without liability to any individual member; **AND**
- then the rest and residue of any property and assets of the corporation shall be disposed of as determined by the Board of this Society. They must be in such manner or to such an organization(s) operated exclusively for charitable, educational or for similar purposes. The organization(s) shall at the time qualify as an exempt organization(s) under Section 501 (c) of the Internal Revenue Code.

In the event of dissolution, no assets or property shall be distributed to members, either for the reimbursement of any sums requested, donated or contributed by such members or for any other such private purposes.